

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
OFFICE OF DRUG CONTROL POLICY**

**Instructions for the Tobacco Retailer Master List Improvement And Clarification
Process**

The information to be gathered, corrected and maintained as part of the Synar Tobacco Retailer Master List Improvement and Clarification Process.

- Utilize the list of retail tobacco outlets for the CA region as the working document.
- Conduct a complete review of the existing list with the objectives of:
 - Clarify and correct any erroneous or missing information related to any or all of the retail outlets appearing on the list;
 - Add any retail outlets which sell tobacco products to the list;
 - Remove from the list, any retail outlets appearing on the list having been identified as no longer selling tobacco, or otherwise out of business; and
 - When conducting the List Clarification/Improvement process be sure to check all items associated with the listed retail outlet, including; i) name, ii) address, iii) zip code, iv) county, v) county code, vi) phone number, vii) PEV code.